

November 8, 2018

Advisory Board Meeting Minutes

1) Call to Order : 7:01 PM

2) Opening Prayer

3) Approval of October minutes- Approved to submit to website.

4) Pastor's Report

- a) An anonymous letter was sent to the archdiocese alerting them that one of the executive members of the advisory board was in violation of arch board bylaws since they are a relative of a parish employee. Father Malcolm confirmed this letter was not sent by himself, the school administration or school faculty. Due to a clause in the bylaws, this rule can be superseded if all members of the board unanimously agree to let said member stay on. A vote was taken, and all members have unanimously agreed to keep this member on the board.
- b) Holy name will be providing security camera equipment (with labor provided by parish members) and a new sign for Southwest Highway.
 - i) Installation should begin soon
- c) A new website will be developed utilized IT students at St. Xavier University.
 - i) 3 students will work on the School, Holy Name and SGAC sites
 - ii) Per father, the board can work with the students to develop the wants/needs of the website
 - iii) Work should begin after the holidays
 - iv) Point of Contacts should be: M. Kennedy and D. Janicke
- d) Holy Name smoker raised roughly \$6K

5) Principal's Report

- a) Good participation in Thanksgiving food drive so far and more donations would always be accepted.
- b) First reconciliation is Wednesday, 12/5
- c) All school mass on 12/12, time TBD prepared by 3rd grade.
- d) First trimester report cards will be issued 11/15
- e) Students competed in Nazareth Academy academic contest. Results pending.
- f) St Gerald students took first place in the art category at Marist competition.
- g) Brother Rice competitions coming up in February/March
- h) Information on current standings with church contributions will be out soon.

6) President's Report

- a) Member Update
 - i) Unfortunately, Kim Waters and Mike Johnson have resigned from the board. There is a pending application from a new member.
- b) Report of sub-committees
 - i) Budget & Finance
 - (1) P. Oberholtzer & M. Soto
 - (a) A copy of the current budget has been requested from T. Forbes
 - (i) A meeting is scheduled to go over budget the week before Thanksgiving

- (b) Budget information will be stated in the Sunday bulletin on 11/11
- ii) Marketing & PR
 - (1) M. Kolar & P. Oberholtzer
 - (a) Website
 - (i) See above. St. Xavier will not provide maintenance on the website so M. Kennedy will need to play a part in development as well.
 - (b) M. Kolar to develop a content plan for school's facebook page
 - (c) Advertising for Open House
 - (i) Printing- budget: Utilize Harte printing and go to T. Forbes for reimbursement
 - (ii) Outlets/venues: Library, Starbucks, etc. Board to come to December meeting with more ideas
- iii) Planning & Policy
 - (1) M. Kolar & C. Ball
 - (a) Meeting Minutes
 - (i) Revised bylaws will be brought to December meeting for official approval.
 - 1. Strike "Approval of the minutes" from Article VII, Section F, Number 3
 - 2. Add following description to Article VI, Section D:
 - a. The minutes shall be delivered to the Principal via email within one week of the monthly board meeting with the President and Vice President on copy. The approval of the meeting minutes will happen via email within 1 week of the Principal receiving the minutes from the Board Secretary. Upon approval of the Principal, the meeting minutes will be posted on the school board website."
- iv) Development
 - (1) P. Oberholtzer & C. Ball
 - (a) Open House
 - (i) Sunday, January 27th.
 - 1. Board to reach out to all other agencies to ensure complete participation
 - 2. Budget for advertising and hot chocolate bar- Will talk with T. Forbes
 - 3. Electronic sign in?
 - a. Dependent on how the forms are managed after the open houses. P. Oberholtzer to speak with M. Colesby to confirm.
 - 4. Move Hot Lunch up to North end of Extended Day room?
 - a. Approved
 - 5. Will work with Margie on updated information for FAQ sheet
 - 6. Idea to offer (\$25) incentive to enroll day of open house
 - a. Tuition credit
 - b. Hot lunch tickets
 - c. Extended Day Credit
 - 7. C. Ball to prepare script for tours during open house and single cases throughout the year.

- (ii) Secondary Open House
 - 1. Proposed dates of Wed. 2/6 will be proposed to faculty during next staff meeting.
- v) Building & Maintenance
 - (1) R. Schipma & C. Ball
 - (a) Cleaning proposal update
 - (i) Chapel Hall and Gym bathrooms are not being cleaned with regular night cleaning crew. Father agreed to discuss adding these areas to the list.
 - (b) Water fountain proposal update
 - (i) Proposed adding water fountain (water bottle filler and chiller) to Chapel Hall. Plumbing is available near bar area. Cost would be \$1800-\$3000 for material and labor. Board will review what amount was raised last year with spirit wear and if it is enough, we will propose utilizing this money for the fountain.
- vi) Legislative Action
 - (1) M. Soto & H. Kruszewski
- vii) Safety & Security
 - (1) H. Kruszewski & R. Schipma
 - (a) New process for visitors
 - (i) Process reviewed with G. Reynolds
 - 1. She advised not collected IDs but giving out visitor lanyards.
 - (b) Each teacher to receive photo lanyards
 - (i) Photo IDs have been delivered and lanyards will be given to M. Colesby to distribute to all teachers.
 - (c) Two nurses have volunteered to instruct on better EpiPen procedures and are looking into getting an extra to keep in the lunch room.
 - (i) Michelle Perez & Laurie Whalley
 - (ii) Set up with G. Reynolds. Possibly during weekly faculty meetings Wednesdays after school.
- viii) Technology
 - (1) C. Ball & P. Oberholtzer
 - (a) Recommendation for future improvements
 - (i) The board recommends stopping the installation of any new technology infrastructure (WIFI, cabling, new computers, etc) until a technology plan is in place that can justify the addition of more devices or wireless infrastructure for improvement of instruction.
 - 1. Safety concerns: without the proper security measures in place, data (school and family) and our children are at risk
 - 2. Application: if there is no objective or technical requirement for improvements like WIFI, then why add them?
 - (ii) Recommend a group is formed including Mr Theis and faculty members, to develop a tech plan that is designed around classroom instruction and the

school's curriculum. Examples of other school's tech plans and templates for tech plans were given.

(iii) Recommend a full network assessment should be performed by an outside third party to determine what is currently in place, what vulnerabilities are and recommendations on how to improve them.

(b) New computers funded by Manna.

(i) Will we be able to review the specs of new units before they are bought?

1. Computers won't be purchased until the end of the school and board will have a chance to review specs before they are.

7) Old Business

i) Door 2 improvements

(1) New mulch and gardening brought a lovely facelift

ii) 4th grade transition

(1) Possible to change structure to allow for one 5-minute break after first two periods?

(a) Mr. Theis has spoken with both 4th grade teachers and they are handling this on a case-by-case basis.

iii) Update on drop off/pick up traffic and kiss-n-ride area

(1) Faculty patrol duty?

iv) Clarification on uniform policies from September meeting

(1) Board was given details on the questioned items and will report back on how the handbook could be revised to be more clear to parents.

v) Update on Sports suspensions related to academic and behavior policies

(1) Mr. Theis had data on this and will be sharing with J. Martin (SGAC)

8) New Business/Announcements

9) Questions/Comments from the floor

10) Motion to Adjourn- 8:05

11) Closing Prayer